

## UTAH ARMY NATIONAL GUARD

<b>ANNOUNCEMENT</b> ARMY 15-024		<b>DATE</b> 1 June 2015
<b>POSITION TITLE</b>	<b>Rank/Grade</b>	<b>MOS/AOC</b>
Property Book Officer	CW2/W2	920A
<b>LOCATION OF POSITION</b>		
HHC 1457 <sup>th</sup> EN BN		American Fork, Utah
<b>OPENING DATE</b>		<b>CLOSING DATE</b>
1 June 2015		31 July 2015

**FULL-TIME VACANCY  
ANNOUNCEMENT  
SUBMIT APPLICATION TO:  
UTAH NATIONAL GUARD  
ATTN: HRO-A  
12953 Minuteman Drive  
DRAPER, UTAH 84020-1776  
TELEPHONE: (801) 432-4315  
APPLICATIONS SUBMITTED IN  
POSTAGE PAID FEDERAL  
ENVELOPES ARE IN VIOLATION  
OF 18 USC SECTION 1719 AND WILL  
NOT BE CONSIDERED.  
FAXED APPLICATIONS WILL NOT  
BE ACCEPTED.  
www.ut.ngb.army.mil/hro**

**THIS POSITION IS AN ACTIVE DUTY AGR TOUR**

**WHO MAY APPLY:** Current AGR Soldiers, members of The Utah Army National Guard or Service members eligible to become a member of the Utah Army National Guard. Enlisted with approved 920A warrant packets, WO1-CW2 warrant officers or officers willing to take reductions to warrant

**HOW TO APPLY:**

**AGR SOLDIERS:** Current Utah Army National Guard AGR soldiers may apply by submitting a completed NGB 34-1 to HRO-A. If not MOSQ, submission of ASVAB scores is mandatory.

**NON AGR SOLDIERS:** the following forms and documents are required: **(No Binders – HRO will discard binders).**

1. NGB Form 34-1 (Nov 13). **Application must be signed**
2. Current IMR (Individual Medical Readiness) from AKO or MEDPROS with a copy of any permanent profile, if applicable.
3. Personnel Qualification Record (PQR) or Enlisted Record Brief (ERB) or Officer Record Brief (ORB).
4. Statement of all active service performed. DD Form 214 / DD Form 1506/ or RPAS statement.
5. DA photo, three-quarter length photo in ACU or Service uniform.
6. Copy of ASVAB scores if not MOSQ.
7. (7) DA 705, with a passing score within the last 6 months//DA 5500 or 5501 if applicable
8. Last three OER's or NCOER's. Applicants without an OER/NCOER will submit a performance evaluation from their supervisor.
9. Officers must indicate in writing a willingness to take reductions to Warrant.

**IMPORTANT! PLEASE READ DISCLAIMER:** you, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you if your packet is incomplete. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.

**QUALIFICATIONS:** For initial entry into the AGR program:

**Warrant Officers: Warrant Officers and Senior NCO's with an approved 920A Predetermination packet may apply.**

**Sustainment:**

AGR Members will not be reassigned during the first 18 months of their initial tour, except in the event of mobilization or force structure changes. Exceptions to the 18 month rule require approval of The Adjutant General. An AGR may be moved within these time frames based on the needs of the organization and the Utah Army National Guard.

**OTHER REQUIREMENTS:**

Individual selected for this position will be ordered to active duty in an Active Guard/Reserve (AGR) status under the provisions of Section 502f Title 32 U.S. Code. Individuals must: Meet the initial entry eligibility requirements of AR 135-18 and NGR 600-5. The basic job qualifications are listed on the attached Position Description; \* **Must** have a qualifying Periodic Health Assessment (PHA) at an active duty medical facility, an ARNG medical unit, or US Army Reserves medical unit, IAW Chapter 3, AR 40-501 within 12 months and HIV test accomplished within 24 months prior to initial entry into the AGR program. Must be able to complete 3 years AGR service prior to completing 18 years of active military service or mandatory removal date. Must meet height and weight standards of AR 600-9. Must have or be able to get a security clearance.

**SELECTING SUPERVISOR: LTC Shuck**

**VICE: CW2 Liddle**

**APPLICATIONS MUST ARRIVE AT THE HUMAN RESOURCE MANAGEMENT OFFICE NO LATER THAN 1630 HOURS ON THE ABOVE CLOSING DATE**

# **Property Book Officer**

## **INTRODUCTION:**

This position is located in a battalion/group/brigade level headquarters. As the Property Accounting Technician in both operational and generating force units. Ensures 100 percent property accountability is maintained, all authorized equipment is on hand, on valid requisition, or redistribution order. Locates and acquires standard and nonstandard equipment and supplies through military and non-military supply sources to meet unit readiness and operational requirements. Oversees/validates the small purchase program to prevent fraud, waste, and abuse. Determines equipment funding requirements and coordinates for funds availability with supported units and resource management activities. Develops, executes, monitors, and provides input to the annual supply budget. Coordinates acquisition and priority distribution of new equipment fielding with the Force Modernization Activity. Redistributes excess equipment throughout the command. Processes excess equipment for disposal after all redistribution efforts are met. Monitors unit and/or Government contractor supply operations to ensure compliance with policy and/or contractual requirements. Administers the Command Supply Discipline Program. Trains, develops, and mentors all Army personnel on supply policies, processes, and procedures. The Property Accounting Technician is the primary advisor to the command and supported units on all property accountability and organizational level supply matters.

## **DUTIES AND RESPONSIBILITIES:**

1. Responsible for carrying out the commander's plans and programs for the accomplishment of supply, services, transportation, maintenance and facilities. Researches, drafts and publishes supply, maintenance, transportation and food service SOP's as directed by the commander. Performs other duties as assigned.

2. **SUPPLY.** Logistics which involves analyzing logistical readiness status of each subordinate unit by monitoring Equipment Status Report, Equipment Status Profile, Back Order Reconciliation and supply Historical Transaction Listing. Perform supply inspections on the headquarters unit directly subordinate, in accordance with current directives. Perform a 10% property sample inventory during the inspection. Review supply inspections of all subordinate units and ensure correction taken will prevent future recurrence. Provide assistance to subordinate units on Monitors procurement, storage, distribution and security of supplies and equipment within the command and recommends prescribed load lists.

3. **SERVICES.** Monitors the food service program and ration accountability of subordinate units. Performs required inspections in accordance with current directives.

4. **TRANSPORTATION.** Involves planning and coordinating transportation, including airlift, for movement of personnel and cargo, recommending procedures for controlling transportation movements, use of highways, and surface traffic, preparing instructions pertaining to highway regulations, and securing road clearance for headquarters and attached units.

5. **MAINTENANCE.** Involves monitoring and analyzing equipment maintenance status, determining maintenance requirements, recommending maintenance priorities to the commander, supervising and coordinating the timely completion of maintenance, determining the adequacy of maintenance organization, personnel skills, training, tools test equipment, and facilities and making appropriate recommendations in this area.

6. **FACILITIES.** Coordinates for required facilities. Coordinates with Director of Engineering and Housing (DEH) for needed maintenance, repairs and additions.

## **SUPERVISORY CONTROLS**

Works under the administrative supervision for the Senior Full Time Support person of the unit/headquarters to which assigned. Accomplishes day to day requirements independently in accordance with established policies and procedures.

## **QUALIFICATIONS**

- Be an ALC graduate in MOS 92Y or 68J (waiverable on a case-by-case basis).
- Have at least five years experience in MOS 92Y or 68J within the last eight years. Military Technician, Government Contract, and other civilian job experiences that correlate with the feeder MOSs will be considered for all Army National Guard and US Army Reserve Soldiers.

- Must score at the 12th grade level on the English portion (Language) of the Test for Adult Basic Education (TABE); Soldiers possessing an Associate, Bachelor, Master or PhD Degree are exempt.
- Provide copies of all NCOERs; the majority of the Soldier's NCOERs must be noted with "Successful" Performance and "Superior" Potential ratings by the Senior Rater.
- Must be qualified through appropriate experience and formal military training to perform staff duties in the area of logistics and maintenance planning and supervision.
- Must qualify in the SSI required for S-4 in MTOE and formal military training to perform staff duties in the area of logistics and maintenance planning and supervision.
- Must possess a SECRET security clearance.